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# Ontario Department of Education

## Junior High School Entrance

AND

## Junior Public School Graduation Examinations

# 1921

INSTRUCTIONS TO INSPECTORS, PRESIDING  
OFFICERS, AND CANDIDATES

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# JUNIOR HIGH SCHOOL ENTRANCE EXAMINATION, 1921

*Note.*—The Regulations referred to in this circular are in all cases the High School Entrance Regulations as prescribed on pages 19-30 of the Amendments to the Regulations of 1918.

## General Instructions

1. (1) The Junior High School Entrance examination shall be conducted under the provisions of Section 44-48 of the High Schools Act and of the High School Entrance Regulations of 1918, subject to the instructions herein contained.

(2) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned before April 15th of the examination centre at which he purposes writing.

2. (1) The examination in the subjects of Group II for 1921 will begin on Tuesday, the 28th day of June, at 8.45 a.m.

(2) The dates and time-table for the examination in the subjects of Group I shall be settled and duly announced by the Entrance Board.

## Special Instructions to Entrance Boards

3. The attention of Entrance Boards is directed to the following amendments of the High School Entrance Regulations:—

(1) The Entrance Board may recommend to the Minister for pass standing a candidate who has failed but who in the judgment of the Entrance Board is able to take up the work of the High School. Full particulars as to the reasons for such recommendations shall be entered in the report to the Minister. [*Substituted for Reg. 11 (3) and (4.)*]

(2) In the event of the Entrance Board's deciding, on said report, to admit candidates on the certificate of the Principal of any of said schools in the subjects of either Group I or Group II, or in both, the Secretary shall promptly thereafter notify the Principal of the Board's decision, and shall direct him to forward to the Secretary of the Entrance Board, on a date, not later than June 1st, to be fixed by it, for the consideration of said Board, a certified list of the candidates recommended, and any other records or particulars the Entrance Board may require. The Entrance Board shall settle which candidates on the Principal's list shall be admitted. [*Reg. 12 (2) amended.*]

(3) A candidate who for reasons satisfactory to the Principal of the High School and the Public School Inspector, or the local Chief or Senior Public School Inspector, as the case may be, did not present himself at the preceding Entrance examination, may be admitted to a High School, provided that, after due investigation and examination, he is, in their judgment, able to take up the work of the High School, and that before such admission the Minister approves of the recommendation therefor, duly signed by the Principal and the Inspector, and setting forth the age, the school record, and the attainments of the candidate, and the reason why he did not present himself at the examination. [*Reg. 13 amended.*]



### Instructions to Inspectors

4. (1) Inspectors are directed to nominate as Presiding Officers only teachers who hold the qualifications prescribed under Section 46 of the High Schools Act. Where, however, the services of such teachers cannot be secured, Inspectors shall nominate teachers who, in their opinion, are fully competent to discharge satisfactorily the duties required of them.

(2) Inspectors shall notify the Deputy Minister not later than the 20th day of April on a form supplied by the Department of the number and location of the Entrance centres in their inspectorates, the name, qualifications and address of each Chief Presiding Officer, and the probable number of candidates desiring to be examined at each of such centres.

(3) Immediately after the notification prescribed in 4 (2) above, the Inspector shall send to each Presiding Officer one copy of this Circular of Instructions.

(4) Blank Forms for the use of Principals in making their reports on the standing of candidates under Regulation 9 have been prepared by the Department of Education and will be sent to Inspectors *on request*. The number required shall be stated. Some such form of report shall be used in all Inspectorates.

### Instructions to Presiding Officers

5. (1) On the receipt of the bag containing the question papers for the examination in the subjects of Group II the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and, when opened, the subjects and number of the envelopes containing the question papers shall be verified with the time-table. Should any question envelopes be missing, he shall *telegraph the Department at once*.

(2) On receipt of the envelopes from the High School Entrance Board, containing the question papers in the subjects of Group I, the Presiding Officer shall see that *the seals are intact* and that the envelopes provide for all the subjects of the examination.

(3) The envelope containing the question papers in any subject shall not be opened until the time prescribed in the time-table for the examination in such subject prepared by the Department or by the Entrance Board, as the case may be.

6. Each Presiding Officer shall be in attendance in the room appointed for the examination at least fifteen minutes before the time fixed for the first subject and in ample time for each of the other subjects. Before the question papers are distributed he shall see that the candidates are supplied with the necessary stationery and seated so far apart as to afford reasonable security against copying. Under no circumstances shall two candidates be allowed to sit at the same desk, and the number of candidates under each Presiding Officer *shall not exceed forty*. A Presiding Officer shall not preside over his own pupils.

7. He shall open the envelope containing the question papers in each subject in the presence of one or more witnesses, at the time prescribed, and one copy shall be placed on each candidate's desk.



8. He shall exercise proper vigilance over the candidates to prevent copying, and shall allow no candidate to communicate with another, *nor permit any person except another Presiding Officer to enter the room during the examination.* No conversation or other noise which might disturb the candidates shall be allowed in or in the vicinity of the examination room.

9. He shall see that the candidates promptly cease writing at the appointed time, fold and endorse their answer papers properly, and in every respect comply with the instructions herein contained.

10. He shall transmit the answer papers of the candidates to the Examiners according to the instructions of the Entrance Board.

11. Where fees have been imposed, as provided in Section 47, subsection 5 of the High Schools Act, the Chief Presiding Officer at a centre shall collect such fees from the candidates and account for the same, as provided in Regulation 8 (5).

### **Instructions to Candidates**

#### *To be read to the Candidates*

12. Every candidate shall be in attendance at least fifteen minutes before the time at which the examination in the first subject is to begin, and shall occupy the seat allotted by the Presiding Officer. Any candidate desiring to move from his allotted place or to leave the room shall first obtain permission from the Presiding Officer to do so. Any candidate leaving shall not return during the examination in the subject then in hand.

13. Every candidate shall write his answers on only one side of the paper. He shall number his answers according to the questions, and shall number the sheets and arrange them numerically, folding them once cross-wise, and endorsing each of them with his name, the name of the subject, and the name of the centre at which he is examined. An answer paper shall not be returned to a candidate after being placed in the hands of the Presiding Officer.

14. Any candidate who is found copying from another or allowing another to copy from him, or who brings into the examination room any book, note, or paper having any reference to the subject on which he is writing, shall be required by the Presiding Officer to leave the room, and the papers of all the guilty parties shall be cancelled.

15. In the case of the absence of a candidate from all or any part of the examination through illness or other unavoidable cause, full particulars accompanied by a medical certificate shall be submitted to the Entrance Board immediately after the close of the examination.

### **Appeals**

16. (1) Any appeal against the standing of any candidate shall be made *first to the Entrance Board* not later than August 23rd.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on making an appeal to the Deputy Minister not later than August 30th, and on paying a fee of \$2.00, which will be returned if the appeal is sustained. For an appeal received thereafter the fee will be \$5.00.



### Allowances for Services

*Note.*—The following Instructions (17 and 18) have been substituted for High School Entrance Regulations 20 and 21.

17. (1) A Presiding Officer at the examination in Group I or Group II shall be paid at the rate of \$9.00 a day, and an Assistant Presiding Officer at the rate of \$7.00 a day.

(2) A Presiding Officer whose place of residence is not at the centre where he presides shall be allowed the usual cost of conveyance for one return trip between his place of residence and the centre at which he presides.

(3) An Examiner in Group I or Group II whose place of residence is not at the centre where the meetings of the Entrance Boards are held shall be allowed for each meeting of the Board the usual cost of conveyance for one return trip between the centre and his place of residence.

(4) Except with the consent of the High School Board, the Board of Education, or the County Council or the Minister, as the case may be, the allowance for said conveyance shall not exceed \$5.00.

18. (1) (a) The Examiners who set the question papers in Group I shall be paid at the rate of \$10.00 a paper.

(b) The Examiners who read the answer papers of candidates at the examination in Group I shall be paid at the rate of 60 cents a candidate, and at the examination in the subjects of Group II at the rate of \$1.50 a candidate.

(2) The Secretary shall be paid at the rate of \$9.00 per day of six hours for secretarial work in connection with the Entrance results when not performed at regular meetings of the Entrance Board, but his total remuneration for both the secretarial work and the reading of answer papers, whether he is Secretary for one Entrance Board or for more than one, shall not exceed the amount provided for each of the other members of the Entrance Board under High School Entrance Regulation 17 (2); and when one or more assistant Secretaries are appointed the total remuneration of each for the same duties shall not exceed the total remuneration of the Secretary.

(3) For attendance at the meetings of the Entrance Board for all the purposes authorized by the Regulations each member attending shall be entitled to \$9.00 a day of six hours' work, in addition to the fee to which he is entitled under (1) and (2) above.

### Report

19. (1) Each High School Entrance Board shall submit to the Minister a report of the Entrance tests in Groups I and II, as required by Regulation 23.

(2) The report shall be sent by mail to the Deputy Minister of Education as early as possible and not later than July 12th.

### Answer Papers

20. (1) The Board shall send to the Department per prepaid express, concurrently with the sending of its report, the answer papers in Groups I and II of all the candidates whose names appear on Parts II and III of the report.



(2) The bag in which the question papers are shipped to the Presiding Officer shall be returned to the Department (charges prepaid) *at the same time* as the reports are sent.

(3) The answer papers of candidates, except as stated in instruction 20 (1) above, or when required by the Minister, shall not be forwarded to the Department, but shall be retained by the Chairman until May 31st of the following year.

## JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATION, 1921

### General Instructions

1. (1) The Junior Public School Graduation Diploma examination for 1921 will begin on Friday, June 24th, at 8.45 a.m., and will be conducted under the provisions of the Amendments to the Regulations 1-9, pages 35-38, subject to the instructions herein contained.

(2) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned, before April 15th, of the examination centre at which he purposes writing.

### Instructions to Inspectors

2. (1) The Inspector shall notify the Minister not later than the 20th day of April, on a Form supplied by the Department, of the number and location of the Junior Graduation centres in his Inspectorate, the name and address of each Chief Presiding Officer, and the number of *bona fide* candidates at each of such centres. Where practicable the Chief Presiding Officer for this examination shall be the same as for the Junior High School Entrance examination at the same centre.

(2) Forms for the use of the Principal in making his report on the standing of candidates in accordance with Regulation 8, page 37, have been prepared by the Department and will be sent to Inspectors on request.

### Instructions to Entrance Boards

3. (1) As the Junior Public School Graduation Diploma examination, wherever held, is to be conducted by the High School Entrance Board, each Board concerned shall include, when necessary, members competent to examine in Art, Elementary Science, Book-keeping and Writing, Manual Training, Household Science, Agriculture and Horticulture, and Stenography and Typewriting.

(2) As the examination in Reading is to include questions on the principles and is to be conducted by a member of the High School Entrance Board, it shall be the duty of the Board to **select a competent examiner** whose name and special qualifications shall be included in the report of the examination. [See Reg 6 (4), page 36.]

4. For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Board.



5. The Board shall make all arrangements for reading the answer papers, settling the results, reporting them to the Department *not later than July 12th* on the Form supplied, publishing the results, and issuing the Diplomas to the successful candidates. The Diplomas will be sent by the Deputy Minister to the Secretary of the Board shortly after its report is approved.

6. In settling the results of this examination and in reporting them to the Department, the Board shall be governed, *mutatis mutandis*, by the Instructions in the case of the Junior High School Entrance examination.

#### **Instructions to Presiding Officers and Candidates**

7. (1) The duties of the Presiding Officers shall be those prescribed in the case of the Junior High School Entrance examination, except that in the collection of fees he shall also be governed by Reg. 9 (1) and (2), page 37.

(2) The duties of candidates shall be those prescribed in the case of the Junior High School Entrance examination.

#### **Appeals**

8. (1) Any appeal against the standing of any candidate shall be made first to the Entrance Board not later than August 23rd.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on making an appeal to the Deputy Minister not later than August 30th, and on paying a fee of \$2.00, which will be returned if the appeal is sustained. For an appeal received thereafter the fee will be \$5.00.

#### **Allowances for Services**

9. (1) (a) The additional Presiding Officer necessary [see 2 (1) above] shall be paid at the regular rate of \$9.00 a day for the Chief Presiding Officer and \$7.00 a day for each Assistant. [*Reg. 9 (3) (b) amended.*]

(b) For reading the answer papers at the Junior Diploma examination, the Examiner shall be paid at the rate of \$2.00 per candidate and the Secretary at the rate of 25 cents per candidate. [*Reg. 9 (3) (c) amended.*]



## TIME-TABLES, 1921

### JUNIOR HIGH SCHOOL ENTRANCE AND JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATIONS

Before candidates at either examination begin writing on their first paper, the Presiding Officer (at 8.45-9.00 a.m.) shall read and explain to them the "Instructions to Candidates."

DATE.	HOOR OF EXAMINATION.	JUNIOR HIGH SCHOOL ENTRANCE.	JUNIOR PUBLIC SCHOOL GRADUATION.
24th June.	A.M. 9.00-11.30	.....	Literature.
	P.M. 1.15- 3.45	.....	Art.
	P.M. 3.50- 4.30	.....	Spelling.
27th June.	A.M. 9.00-11.30	.....	Elementary Science.
	P.M. 1.30- 4.00	.....	Composition.
28th June.	A.M. 9.00-11.00	Grammar.	English Grammar.
	A.M. 9.00-11.30	.....	
	A.M. 11.10-12.00	Writing.	
	P.M. 1.30- 3.30	Geography.	Geography.
	P.M. 1.30- 4.00	.....	
29th June.	A.M. 9.00-11.30	Arithmetic.	Arithmetic.
	P.M. 1.30- 4.00	Literature.	Canadian History.
30th June.	A.M. 9.00-11.00	Composition.	Book-keeping and Writing.
	A.M. 9.00-11.30	.....	
	A.M. 11.15-12.00	Spelling.	
	P.M. 1.30- 3.30	History	Agriculture, Manual Training or Household Science.
	P.M. 1.30- 4.00	.....	

*Note.*—(1) For the examination in Book-keeping and Writing, candidates should provide themselves with rulers.

(2) For the examination in Art, candidates should come supplied with rulers, pencils, compasses, erasers, pens, water-colours, brushes, India ink, and tracing paper. They will also need water-pans and a convenient supply of water.

(3) For the examination in Manual Training, candidates should provide themselves with drawing boards, tee squares, set squares, rulers, compasses, and erasers.

(4) The examination in Oral Reading may be taken either from 4 to 5 p.m. on any day of the examination or at such other times as will cause least inconvenience to the candidates. The examiner is reminded that the examination in Reading at the Junior Public School Graduation examination shall include questions on the principles based on the passages read. Of the 50 marks for Reading a maximum of 15 marks shall be assigned to this. See Regulation 7 (3), page 37, Amendments to the Regulations.

(5) For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Board.